

Document Specifics					RECORDER'S OFFICE				FINANCE OFFICE			
DOC CODE IN ELROI	DOC NAME	REQUIREMENTS FOR DOCUMENTS	ADDITIONAL REQUIREMENTS FOR DOCS	HELPER DOCS TO RECORD	GENERAL FUND	STATE TRANSFER TAX	IMPRV FUND		RECORDATION TAXES	COUNTY TRANSFER TAX	STAMPS	
33	ASSIGNMENT DEED OF TRUST	GRANTOR GRANTEE TRUSTEE PROPERTY ID MARYLAND RESIDENT REFERENCE INFO	CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	NONE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE		\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	NONE	NONE	NONE
43	ASSIGNMENT OF MORTGAGE	GRANTOR GRANTEE TRUSTEE PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT REFERENCE INFO	CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	NONE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE		\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	NONE	NONE	NONE
1	DEED SIMPLE	GRANTOR GRANTEE CONSIDERATION PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT FIRST TIME HOME BUYER OWNER OCCUPIED LIEN CERT BOX	LAND OWNERSHIP EITHER FEE SIMPLE OR GROUND RENT; LAND USE EITHER RESIDENTIAL OR NON-RESIDENTIAL. CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	EX FR WH OR PART EX INTAKE AFFIDS REQ BY TAX PROP 12-108	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	.5% STATE TRANSFER TAX OR .25% IF FIRST TIME HOME BUYER (FTHB)		\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	\$2.50 PER \$500 BASED ON CONSIDERATION. ROUND UP TO NEAREST \$500.	1.5% BALTIMORE COUNTY TRANSFER TAX. NOT ROUNDED. IF OWNER OCCUPIED COUNTY TAX REDUCED BY \$330. MUST USE CHECK BOX FOR OWNER OCCUPIED TO GET \$330 DISCOUNT.	TAXES PAID OR TAX EXEMPT FOR BOTH RECORDING TAX AND COUNTY TRANSFER TAX. USER INITIALS AND DATE APPLIED

42	ASSIGNMENT DEED	GRANTOR GRANTEE CONSIDERATION PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT FIRST TIME HOME BUYER CHECK BOX OWNER OCCUPIED CHECK BOX	LAND OWNERSHIP EITHER FEE SIMPLE OR GROUND RENT; LAND USE EITHER RESIDENTIAL OR NON-RESIDENTIAL. CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	INTAKE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	.5% STATE TRANSFER TAX OR .25% IF FIRST TIME HOME BUYER (FTHB)	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	\$2.50 PER \$500 BASED ON CONSIDERATION. ROUND UP TO NEAREST \$500.	1.5% BALTIMORE COUNTY TRANSFER TAX. NOT ROUNDED. IF OWNER OCCUPIED COUNTY TAX REDUCED BY \$330. MUST USE CHECK BOX FOR OWNER OCCUPIED TO GET \$330 DISCOUNT.	TAXES PAID OR TAX EXEMPT FOR BOTH RECORDING TAX AND COUNTY TRANSFER TAX. USER INITIALS AND DATE APPLIED
20	QUIT CLAIM DEED	GRANTOR GRANTEE CONSIDERATION PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT FIRST TIME HOME BUYER CHECK BOX OWNER OCCUPIED CHECK BOX	LAND OWNERSHIP EITHER FEE SIMPLE OR GROUND RENT; LAND USE EITHER RESIDENTIAL OR NON-RESIDENTIAL. CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	INTAKE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	.5% STATE TRANSFER TAX OR .25% IF FIRST TIME HOME BUYER (FTHB)	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	\$2.50 PER \$500 BASED ON CONSIDERATION. ROUND UP TO NEAREST \$500.	1.5% BALTIMORE COUNTY TRANSFER TAX. NOT ROUNDED. IF OWNER OCCUPIED COUNTY TAX REDUCED BY \$330. MUST USE CHECK BOX FOR OWNER OCCUPIED TO GET \$330 DISCOUNT.	TAXES PAID OR TAX EXEMPT FOR BOTH RECORDING TAX AND COUNTY TRANSFER TAX. USER INITIALS AND DATE APPLIED

2	DEED OF TRUST	GRANTOR GRANTEE TRUSTEE PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT LENDER IS A GOV'T ENTITY CHECK BOX CONSIDERATION	LAND OWNERSHIP EITHER FEE SIMPLE OR GROUND RENT; LAND USE EITHER RESIDENTIAL OR NON-RESIDENTIAL. CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	INTAKE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	\$2.50 PER \$500 BASED ON CONSIDERATION. ROUND UP TO NEAREST \$500. IF "LENDER IS A GOV'T ENTITY" IS CHECKED THEN DOCUMENT IS EXEMPT FROM RECORDATION TAX.	NONE	FINANCE OFFICE APPROVAL STAMP
174	REFINANCE	GRANTOR GRANTEE TRUSTEE PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT REFERENCE INFO CONSIDERATION OF EXISTING MTG AND PURCHASE MONEY \$ AMOUNT BOX CHECK BOX LENDER IS A GOV'T ENTITY	LAND OWNERSHIP EITHER FEE SIMPLE OR GROUND RENT; LAND USE EITHER RESIDENTIAL OR NON-RESIDENTIAL. CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	INTAKE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	\$2.50 PER \$500 BASED ON CONSIDERATION. ROUND UP TO NEAREST \$500. IF "LENDER IS A GOV'T ENTITY" IS CHECKED THEN DOCUMENT IS EXEMPT FROM RECORDATION TAX.	NONE	TAXES PAID OR TAX EXEMPT FOR BOTH RECORDING TAX AND COUNTY TRANSFER TAX. USER INITIALS AND DATE APPLIED
6	MORTGAGE	GRANTOR GRANTEE PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT REFERENCE INFO CONSIDERATION LENDER IS A GOV'T ENTITY CHECK BOX	LAND OWNERSHIP EITHER FEE SIMPLE OR GROUND RENT; LAND USE EITHER RESIDENTIAL OR NON-RESIDENTIAL. CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	INTAKE	\$20 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	\$2.50 PER \$500 BASED ON CONSIDERATION. ROUND UP TO NEAREST \$500. IF "LENDER IS A GOV'T ENTITY" IS CHECKED THEN DOCUMENT IS EXEMPT FROM RECORDATION	NONE	TAXES PAID OR TAX EXEMPT FOR BOTH RECORDING TAX AND COUNTY TRANSFER TAX. USER INITIALS AND DATE APPLIED

8	RELEASE	GRANTOR GRANTEE PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT REFERENCE INFO	CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	NONE	\$10 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	NONE	NONE	NONE
7	PARTIAL RELEASE	GRANTOR GRANTEE PROPERTY ID PROPERTY ADDRESS MARYLAND RESIDENT REFERENCE INFO	CHECK BOX FOR PRINCIPAL RESIDENCE FOR RECORDING FEES.	NONE	\$10 (<9 PGS OR PRINCIPAL) \$75 (>9 PGS + NOT PRINCIPAL)	NONE	\$40	IF RECORDED, RECORDATION "FEES RECEIPT" STAMP AND BOOK/PAGE STAMP. IF REJECTED, NONE.	NONE	NONE	NONE